

COURSE FAILURE PROCEDURE

4010

(No. 9 July 2014)

PROBATIONARY TRAINING REQUIREMENT

4010.1

(No. 9 July 2014)

An employee failing a CAL FIRE Academy course required to be completed during probation by the state's civil service classification, such as Company Officer Academy (COA), Firefighter Academy (FFA), Heavy Fire Equipment Operation (HFEO) or other, may be reinstated to a class in which he/she had prior status.

The procedure outlined below will be used when an employee fails one of these courses:

- The Academy Administrator will make the decision to reject or terminate the employee based upon the employee's failure to meet required standards.
- The Academy will notify the employee and both first and second line supervisors of the unsatisfactory performance.
- The Academy will document the unsatisfactory performance.
- The employee's supervisor will note the unsatisfactory performance in any probationary report required, according to instructions provided by the Department's Personnel Office (DPO).
- The employee's region office will prepare the notice of rejection or termination using the format and procedure provided by the DPO.

OTHER COURSES

4010.2

(No. 9 July 2014)

When an employee fails to meet the minimum standards for any course found in Section 4022, Training Standards, the employee's supervisor will be notified. If successful completion of the course is necessary to perform a particular job (e.g. ECC officer), the unit manager should strongly consider reassigning the employee to another job.

Failure to meet minimum standards for courses found in Section 4022, will result in the employee's not being certified and qualified to perform the assignment.

BASIC FIREFIGHTER TRAINING COURSE, 4010.3 FAILURE PROCEDURE

(No. 9 July 2014)

Any seasonal firefighter who fails the testing requirements in the Basic Firefighter Training Course, as prescribed in the training course handbook, will be terminated using the procedure provided by the CAL FIRE Personnel Office.

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